Single Sign On User Registration and User Administration

Single Sign On User Registration and User Administration Agenda

- Awareness Training Sessions
- Expectations
- SSO Overview
- System Access
- Self Registration
- Account/Profile Requests

SSO Introduction

Provide Awareness Training to the EDA User Community

Single Sign-On (SSO) User Registration & User Administration

Training sessions are grouped by basic functions the user performs in EDA. Each session is targeted to a specific user role.

Training sessions build upon each other as they progress from the general EDA user to the more privileged and authoritative EDA user (EDA POC & Executives).

Each session focuses on the user's responsibilities to EDA and demonstrates the functions in the new SSO interface.

Awareness Training Series Agenda

Series Agenda – Awareness Training Sessions on SSO

SESSION 1 - GENERAL EDA USER

(SSO OVERVIEW, LOGON, LOGOUT, SESSION TIME-OUT, KNOWN ISSUES, TIPS, PASSWORD RESET, SELF REGISTRATION, ADMINISTRATIVE ACCOUNT REQUESTS, SPECIAL ROLE REQUEST, AAI NOTIFICATION, CDR NOTIFICATIONS, CONTRACT LOAD NOTIFICATIONS)

SESSION 2 - EXECUTIVE AND EDA POC

(PROCESS REGISTRATION, USER ADMINISTRATION, EDA POC ASSIGNMENT, CDR POC ASSIGNMENT, PASSWORD RESET, CERTIFICATE RESET, ARCHIVE/DELETE USER) SAMPLE EMAILS, CDR POC OFFICE SETUP & ASSIGNMENT, CSA MAINTENANCE

SESSION 3 – CONTENTS TBD

EDA/WAWF PMO expects the community to:

- Attend the session(s) that pertain to your specific job functions.

- Plan and prepare to help/assist your community in using SSO.

- Share awareness presentations with your community.

- SSO Overview
  - General Changes
  - Differences
  - Known Issues & Tips
- System Access
  - Credentials
  - Logon and Logout
  - Sessions & Session Time-out
- Self Registration
  - CAC
  - UserID/Password
  - DD2875, ROB/AUP
- Account/Profile Requests
  - Password Reset
  - Administrative Account Requests
  - Special Role Requests

- EDA Emails/Links
  - CDR Notifications
  - AAI Notifications
  - Contract Load Notifications
  - Bookmarks

SSO Overview

- General Changes
- Differences
- Known Issues
- Tips

The DoD seeks to leverage the existing Single Sign On (SSO) Architecture to include the EDA System. EDA, WAWF, CORT, and future applications, will share a single authorization, authentication, and logon process. All User Registration and User Administration functions are centralized in SSO.

NOTE: A more 'generic' Single Sign-On entry page is coming soon. Each application in the portal will be represented by their icon. *(Backup Slide Presentation).*

BENEFITS of SSO

- Centralize user authentication and authorization for multiple systems.
- Centralize user registration for multiple systems.
- Centralize user administration for multiple systems.
- Provide a single point of access to multiple systems (EDA, WAWF, and CORT).
- Reduce administration efforts by consolidating user information required for users to access multiple systems (EDA, WAWF and CORT).
- Reduce costs required to maintain multiple systems with regards to changes to user account information over time.

SSO – General Changes

- EDA users must log into SSO and then choose either EDA Ogden or EDA Columbus. Access to EDA Ogden/EDA Columbus is through SSO only.
- EDA logout redirects the user to the SSO logon page. (See known issues)
- User Registration & User Administration emails are generated by SSO.
- User accounts archived in SSO (instead of being deleted).
- EDA will continue to manage EDA Interface system users.
- Load (Contract, AAI) and CDR notifications continue from EDA.
- To access any links in email notifications (Contract Load, AAI, etc.) the user must be logged in to that particular site, EDA Ogden or EDA Columbus, that issued the notification.
- CDR POC assignment remains in EDA in Account Administration.
- Vendors automatically gain access to EDA once they are activated in WAWF. Vendors are set up with SAM/official source information for DUNS, DUNS+4 and CAGE.

SSO – General Changes, Cont.

- EDA will rely on a near-real time data exchange/interface to provide a copy/updates of user information from WAWF for application user authentication inside EDA.

- EDA's User Guide remains available.

- Access is accomplished with CAC or UserID/Password: NOT BOTH.

SSO – Differences

User Registration & Account Administration functions exist in <u>SSO:</u>

- User Registration
- User Account Administration (EDA Execs and POCs)
- Change Contact Information *(this is in My Profile)*
- Change Password/Reset Password/Forgot Password?
- EDA POC Assignment (EDA Execs and POCs)
- CSA Maintenance (EDA Execs)
- EDM Request Maintenance

NOTE*: CDR POC Assignment and CDR Org setup REMAIN in EDA.*

EDA is now session based. After 30 minutes of inactivity session will end.

User can only have one EDA window open at one time.

NEW Terminology

Archived User = Deleted user in EDA

UserID = Username

Profile = User Account

ICONS/entry behavior

'Edit' pen icons

'Type fill' on many entry fields

Icons vs words. Mouse-over help available on all icons

Click "+" sign to expand on profile

Click "+" sign to 'add' DoDAACs and Contract Numbers in special roles

No "Queues" (pending registrations, etc). Search criteria displays results.

UserId is 'case' sensitive.

SSO – Known Issues & Tips

- When the EDA session expires, users must re-authenticate through the SSO system.

- Closing the EDA (clicking X) window DOES NOT end the EDA session.   User must click logout and confirm to end session.

- We will have known issues URL available when EDA 8.6 is deployed.

System Access

- Credentials
  - CAC
  - UserID/Password (CAC Exempt)
- Logon into SSO
- Logout
- Sessions & Session Time-out (after 30 minutes)

Single User Credentials for use/authority into many Systems/Applications

- CAC – *Required – Preferred Credentials*

- UserID/Password – *Exception Process Credentials - Restricted by DoDAAC (Process defined on next slide for exceptions)*

- Vendor Access – *EDA access granted with WAWF registration*
    - DUNS, DUNS+4 and/or CAGE

UserID/Password Credentials

- Users MUST be on the CAC Exempt list in order to log on via UserID/Password.
- At deployment of EDA 8.6 the system will send an email to all users who are not CAC enabled. Email will go to email address on file in EDA.
- The email will contain their SSO UserID and one-time password for access to SSO.
- Both UserID and Password are CASE SENSITIVE.
- Users can then access wawf.eb.mil with this information.
- Upon login users will be prompted to change their password if they are approved for UserID password access.
- If user is not approved for UserID/Password access, user will be prompted to convert to CAC.

Users must contact their EDA Exec/POC in order to be put on the CAC Exempt list.

UserID/Password Exemption Process

EDA Executive will submit exemption request to EDA/WAWF PMO.

Request must identify:

- For specific user(s) or entire CSA
  - If specific user(s) – must identify UserID.
- Identify justification for user, or entire CSA

If the reason provided is not on the pre-approved list, PMO will coordinate with OSD for approval.

Per OSD the following are approved reasons for exemption.

1. Foreign nationals when the Status of Forces Agreement (SOFA) with the country does not allow CAC issuance.
2. Test and training accounts.
3. System accounts not belonging to individuals
4. Individuals stationed at non-DoD sites using non-DoD networks.
5. Individuals covered by telework agreements where the telework arrangement does not include a CAC reader.
6. Dual Persona.
7. For GAM/POC or Higher exemption only: 24 Hour Access Required w/o Home CAC.
8. Technical Problems (Temporary Only while user resolves issue with Internal IT Helpdesk.)

- Application Logon
  - System/Application access
    - Navigate to wawf.eb.mil

  - Sessions – established at Logon
    - Cookies must be enabled
    - Tokens are passed between servers
    - Session Time-out – EDA timeout set to 30 Minutes

https://wawf.eb.mil/
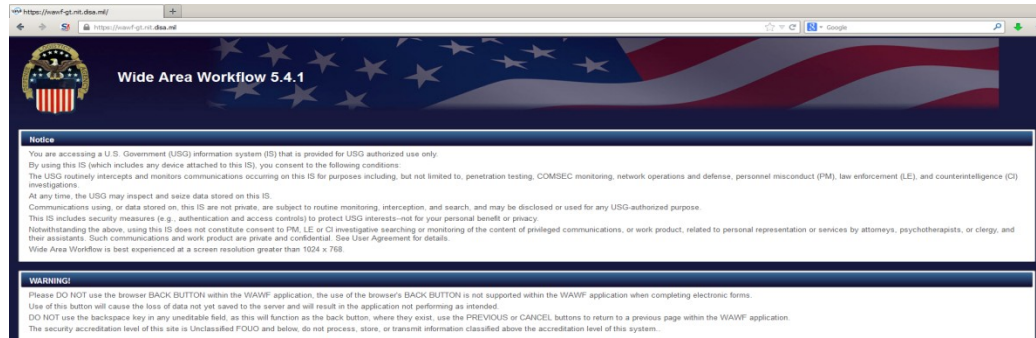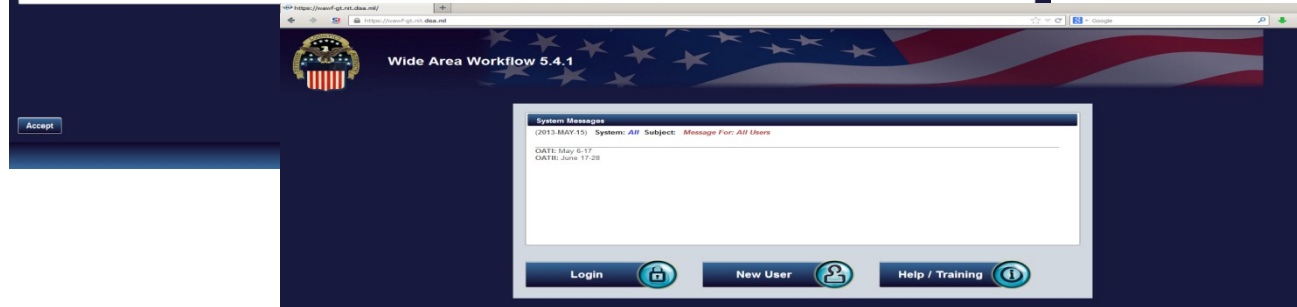
Click Login

Select CAC or enter UserID/Password

SSO – WAWF Main Page

Exec/POC screen

General User screen

After SSO Logon / WAWF Notices

General User Logging into SSO

EDA Ogden & EDA Columbus

EDA Launches in NEW Window

DA Notices Page – *Continues* to show once a day to the user or when a new notice is added by the system admin

EDA User's Guide

& Logout

EDA Document Selection

Department of Defense
Electronic Document Access
Next Generation

EDA Notices

Terry Broderick (logout)
Today is Jun 07, 2013
EDA User's Guide

Document Selection

*************** **IMPORTANT NOTICE FOR EDA** ***************

EDA Ogden and Columbus will be unavailable beginning Saturday, 22 June 2013, 1000 hours ET
to perform system maintenance and upgrades for EDA Release 8.4.
Normal operations are expected to resume Saturday, 22 June 2013, 2000 hours ET.

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*************** **IMPORTANT NOTICE FOR EDA** ***************

When manually uploading a contract
Please remember
If there is a Reference Procurement Number (GS Number)
Enter it in the Reference Procurement Number Field
Place the Contract Number in the Contract Number Field
and the Delivery Order Number in the Delivery Order Field.

Thank you.
****

[Acknowledge]

If you need assistance with EDA, contact your ED
Please report any suspicious or anomalous act
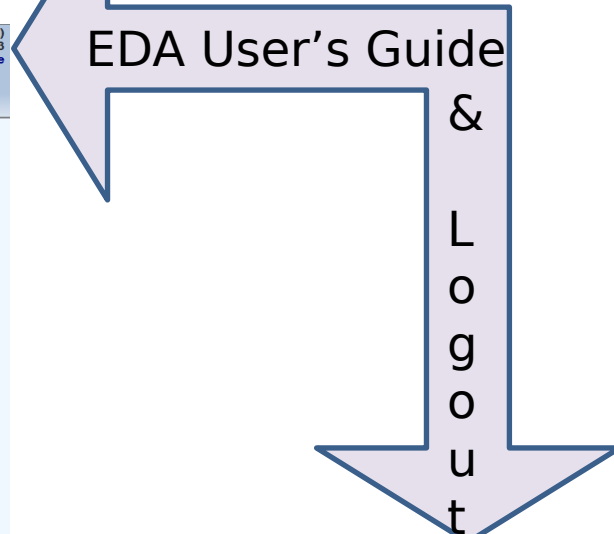
Department of Defense
Electronic Document Access
Next Generation

Document Selection Screen

Rajesh Laddha (logout)
Today is May 31, 2013
EDA User's Guide

Document Selection

Select one of the following search options:

Contracts
  Contract Deficiency Reports
  Upload Contract Document
  Contract Close Notifications
SF44s
Personal Property GBLs
Freight GBLs
Government Transportation Requests
Non-Automated GBLs
ELECT 110
Signature Card (DD577)

Administration
Contract Load Notification
Audit Reports
Site Certification Maintenance
Vouchers -- All
Vouchers -- Accounting
Vouchers -- Commercial Pay
Vouchers -- Military Pay
Vouchers -- Travel
EDM/EFR Documents

Return to Login Page

Items of Interest: | About EDA | Contact Us | Summary of Changes | Known Issues | EDA Tips | Training Material | Business Rules | How to Post Documents to EDA

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

Logout Option

Department of Defense
Electronic Document Access
Next Generation

Document Selection Screen

Rajesh V Laddha **(logout)**
Today is Jun 17, 2013
EDA User's Guide

Document Selection

Select one of the following search options:

Contracts	Account Administration
Contract Deficiency Reports	Contract Load Notification
Upload Contract Document	Audit Reports
Contract Close Notifications	My Profile....
SF44s	Site Certification Maintenance
Personal Property GBLs	Vouchers -- All
Freight GBLs	Vouchers -- Accounting
Government Transportation Requests	Vouchers -- Commercial Pay
Non-Automated GBLs	Vouchers -- Military Pay
ELECT 110	Vouchers -- Travel
Signature Card (DD577)	EDM/EFR Documents

Return to DoD EDA Home
Change Password (Your password expires in 29 days.)

If you need assistance with EDA, contact your EDA POC or **the EDA Help Desk**.
Please report any suspicious or anomalous activity to the EDA Help Desk.

Click Logout

Logout Confirmation

[Confirm] [Cancel]

Confirm will end EDA session and return user to EDA Home Page

You are about to leave the EDA application. Sensitive information may still be displayed or stored on your computer. You are responsible for actions to secure sensitive information such as: close browser windows, quit browser, delete files, logout of your computer, or lock your computer with an approved screen saver.

EDA ELECTRONIC DOCUMENT ACCESS
Next Generation

| Home | About EDA | Contact Us | FAQ | Security Notices |

New User Registration
Check User Registration Status
Reset Password
Check Password Reset Status
Desktop Requirements
Contact Help Desk
Training Material
How to Post Documents to EDA
Business Rules
EDA User Guide

Welcome to the Electronic Document Access (EDA) Website

EDA is an online document access system designed to provide acquisition related information for use by all of the Department of Defense.

EDA offers two concurrent operating sites (Ogden and Columbus). If one site is down or unavailable, select alternate site.

EDA User Single Sign On Login

[Login]

Standard operating procedure mirrors data between sites (usually within 10 minutes), therefore do not perform same update action at both sites.

EDA User Guide

Items of Interest
Summary of Changes
Known Issues
EDA Tips

Related Links: ATL SAM DFAS DLA DPAP JCCS SCST SPS WAWF-RA

Close EDA window

Click Logout to end SSO session

Bookmarks/Email Links/Time-out

Bookmarks/Email Links

- Bookmarks continue to work if logged into SSO. Redirects to SSO.
- Contract Load Notifications, AAI Load Notification, and CDR Notification links will not bring up the document unless the user is logged into SSO and the specific EDA site the notifications came from.

Session timeout behavior

An EDA session will time-out after 30 minutes of inactivity.

Close this EDA window. Return to SSO window and click EDA Login.
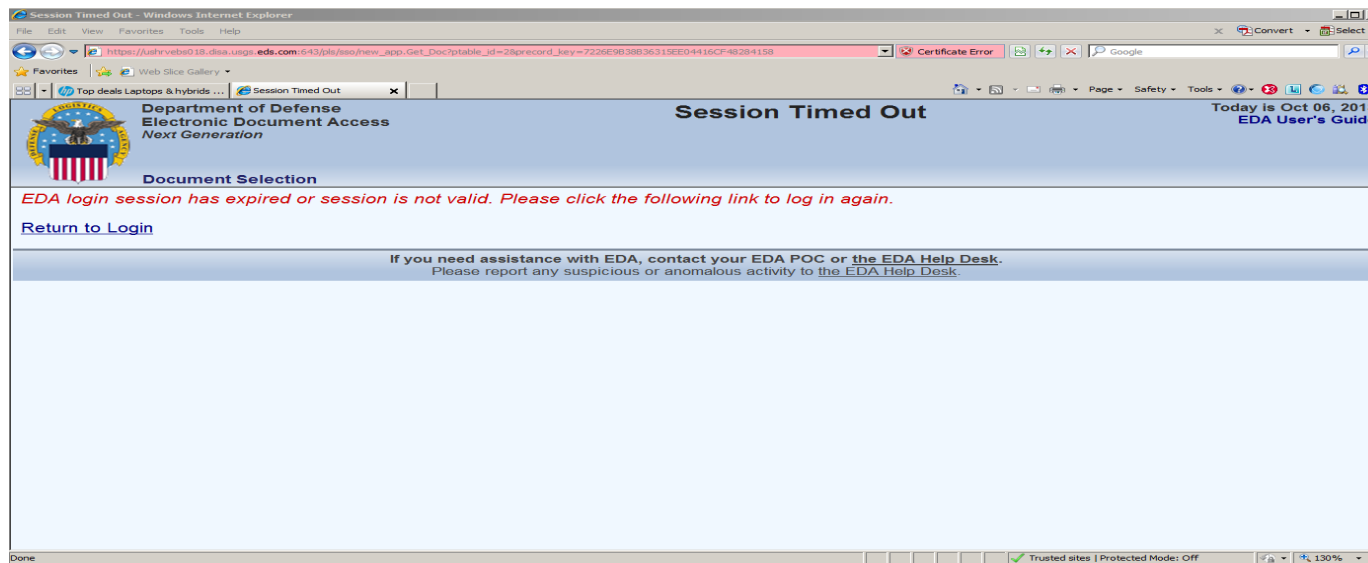
Known Issue

If user clicks Return to Login, user is taken to a new SSO Login window which will present an error after clicking Login on new SSO window.

Solution: Close all browser windows. Return to open SSO window and login.
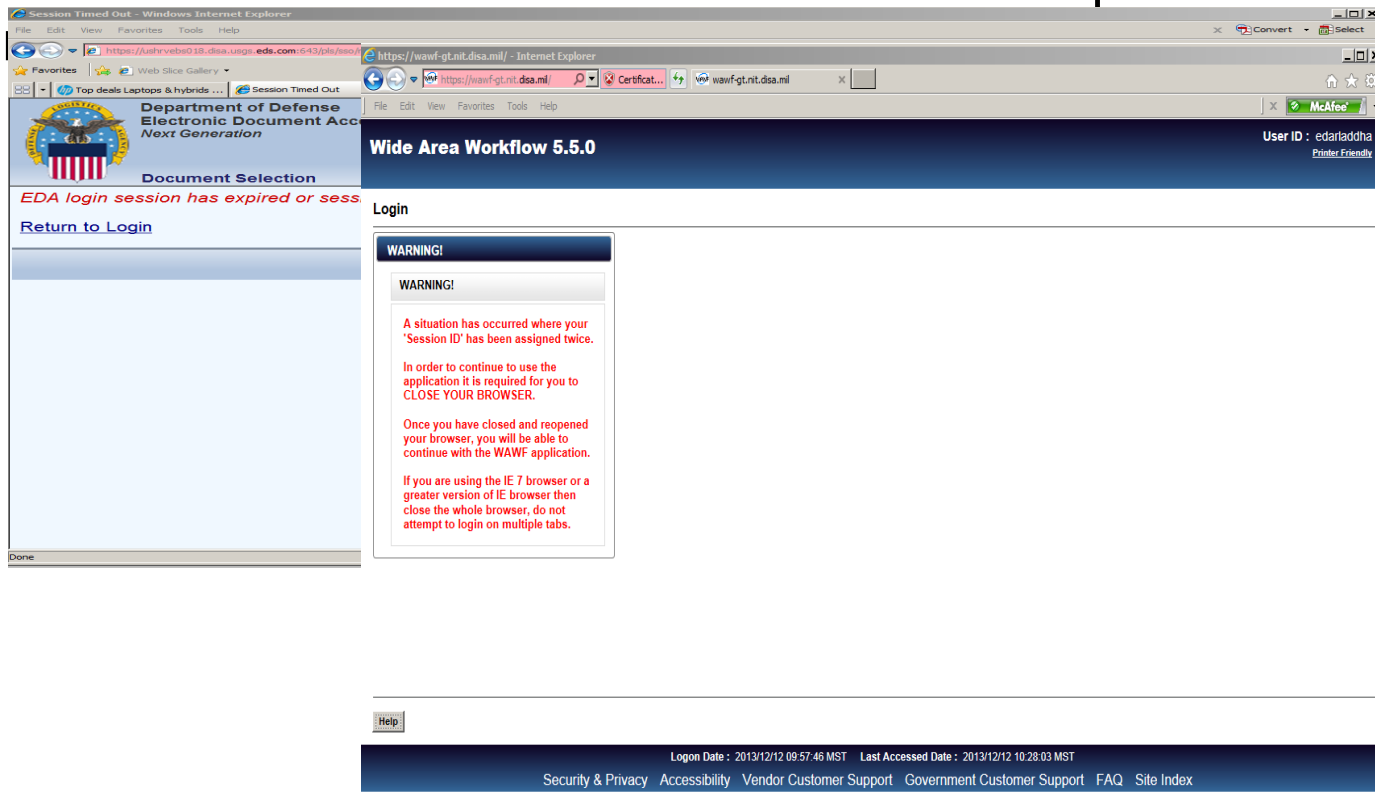
User Self Registration Section

Self User Registration

- System/Application (WAWF, CORT, EDA)
  - CAC
  - UserID/Password
  - Access / Capabilities / Roles
  - Special Roles
  - DD2875
  - Emails
  - Approvals

New Support Contractor Requirement

Government Support Contractors must enter the contract number that employs them at registration. Not the contract numbers or DoDAACS they want access to in order to perform their duties for the DoD.

NOTE: EDA Exec or POC must enter the 'expiration' date of that contract at activation.

An e-mail notification will be sent to a Government Support Contractor prior to contract expiration.

- 14 days prior
- 10 days prior
- Daily commencing seven days before contract expiration.

Account/Profile Requests

- Password Reset
  - One time use password is provided in the password reset process
  - User may reset their own Password
  - EDA POC may reset user password

- Certificate Reset
  - User may reset their own certificate
  - EDA POC may reset user certificate

- Administrative Account Requests
  - User requests assistance in profile administration via their EDA POC

- Special Role Requests
  - User requests additional roles or capabilities via their EDA

How to Reset a Password

There are two ways to reset a password:

1. User performs function
2. EDA POC performs function

3. An EDA user can reset their own password:
   - User logs into WAWF via UserID and Password
   - User clicks the User tab located at the top of the WAWF Home Page
   - User clicks the Change Password link under the Security Maintenance section
   - User inputs New Password
   - User inputs Confirm New Password
   - User clicks Submit
   - User receives message stating password has been successfully updated

Forgot Password?

User forgets their password:

1. User navigates to the WAWF User Login screen
2. User clicks the Forgot your Password? Link
3. User inputs their UserID
4. User clicks Next
5. User inputs their Security Questions
6. User clicks Next
7. User inputs New Password
8. User inputs Confirm New Password
9. User clicks Submit
10. User receives message stating password has been successfully updated

How to Reset a Certificate

Certificate Reset Steps
1. User contacts their EDA POC
2. EDA POC clicks on reset certificate
3. EDA POC looks up User
4. EDA POC clicks on reset password
5. System generates a password
6. EDA POC communicates password to user via telephone
7. User logs in and links password to their account

NOTE: If user has a new certificate, application should recognize and accept their NEW certificate.

Questions/Comments